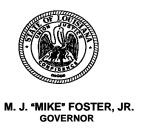
State of LouisianaDIVISION OF ADMINISTRATION



OFFICE OF STATE UNIFORM PAYROLL

MARK C. DRENNEN COMMISSIONER OF ADMINISTRATION

December 2, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-35

TO: All UPS Agencies

FROM: Ronald S. Mitchell

Director

SUBJECT: Agency Contact List Revised (UPR/F56) for Payroll Related Duties

The Office of State Uniform Payroll (OSUP) is requesting contact information for agency personnel who perform certain duties related to payroll. OSUP will utilize this information to assist agencies with various payroll problems, and it will also be an aid in helping OSUP notify agencies of important payroll issues. This office will continue to provide Group Benefits and insurance vendors with the appropriate contact personnel.

Please complete the attached revised UPR/F56, Office of State Uniform Payroll Agency Contact List, to identify the personnel responsible for these duties within your agency and return the form to the User Services Unit at the address listed on the form. OSUP would like to have **only one contact person** for each of the following payroll duties:

- + Receiving/Distributing Flexible Benefits Plan Open Enrollment Material
- Reviewing the Flexible Benefits Reconciliation Report
- Corresponding with Vendors about Miscellaneous Deductions
- Entering data into the UPS Master Record System Insurance Related
- Entering data into the UPS Master Record System Non-Insurance Related
- * Reviewing UPS Exception Reports: SS/Medi (BL1464-01) and W2 (BL1570-01)
- Correcting rejected ISIS J5 documents
- Preparing the Quarterly Unpaid Balance Report (UPR/F16)
- Preparing IRS Form 941C
- Preparing IRS Form W2C

If you have any questions about the UPR/F56 form or the duties listed on the form, please contact a member of the User Services Unit at (225):

Karen Antoine 342-5354 Lawanna Green 342-5345 Debbie Causey 342-5377 Paula Rotolo 342-5357

RSM:PAR/kmb

UPR/F56 R 11/99

OFFICE OF STATE UNIFORM PAYROLL AGENCY CONTACT LIST

K		Agency Name:	Control Number:		
AFS CI	AFS Clearing Fund No.				
TO:	User Services Unit Office of State Uniform Payroll State Capitol Annex P O Box 94095 Baton Rouge , LA 70804-9095				

	Agency Contact	Phone Number (including area code)	Fax Number (including area code)
Receives/Distributes Flexible Benefits Plan Open Enrollment Material		((,
Reviews Flexible Benefits Plan Reconciliation Report			
Corresponds with Vendors about Miscellaneous Deductions			
Enters Data into UPS Master Record System-Insurance Related			
Enters Data into UPS Master Record System-Non-Insurance Related Reviews SS/Medicare (BL1461-01)			
& W-2 (BL1570-01) Exception Reports			
Corrects rejected ISIS J5 Documents			
Prepares Quarterly Unpaid Balance Report (UPR/F16)			
Prepares IRS Form 941C			
Prepares IRS Form W-2C			